MyVector – Developmental Education Board Administrator User Role

Software User Guide

25 Oct 2016

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1.0 Overview

The purpose of this document is to provide an overview of the Developmental Education Board Administrator's capabilities within the MyVector application.   This user guide is intended for those individuals who have been granted the Developmental Education Board Administrator role within the MyVector application. To request Developmental Education Board Administrator access, please contact AF/A1DI or submit a Help Desk ticket request through the Help function within MyVector.

NOTE: If you have feedback on the existing functionality, please contact Capt Thomas McNitt at HAF/A1DI or submit a Help Desk ticket within MyVector.

2.0 Accessing Developmental Education Boards

Once you are granted the Developmental Education Administrator Role, you will be able to access the DE Board management function via the main menu and selecting the DE Boards option. The application will allow you to manage DE Boards, Advanced Academic Degrees, Advanced Studies Group, PME Courses, and AFPROMS data (See Figure 2.0.1).
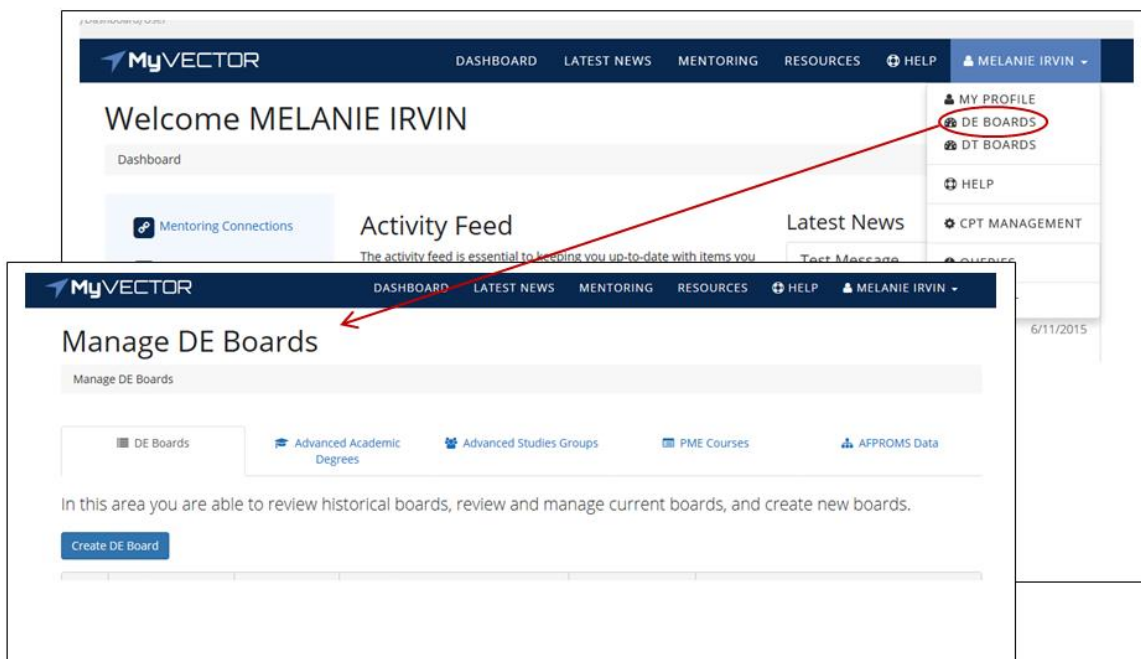

Figure 2.0.1 – Accessing DE Boards

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3.0 Developmental Education Board Management

The selection of DE Boards from the Main Menu will guide you to the page shown in Figure 3.0.1. Here you can manage DE Course Lookup Tables and DE Boards. To create a DE Board, select the Create DE Board option button (Figure 3.0.1)

Figure 3.0.1 – Creating a DE Board

Once you have selected the Create DE Board option you will be guided to the Create DE Board interface (Figure 3.0.2). Your first step will be to enter board information specifics. The Board ID is a 6-digit alpha-numeric unique identifier. The Description is a text field providing an overview of the intent of the board. The Board Type covers the component that will meet the board, the PME Type is the level of PME for which the board is selecting personnel for and the Year is the Year the board will meet.

Create Board

Manage DE Boards / Create DT Board

Create Developmental Education Board

Board ID

| FODE | |

Description

| |

DE Board Type

| Officer - Active Duty ⌄ |

PME Type

| IDE ⌄ |

Year

| 2016 |

[Create] [Cancel]

Figure 3.0.2 – Creating a DE Board – Board Characteristics

After the board is created, you will have the ability to manage the Board Dates/Percentages, Messages, the ability to upload the Roster of people meeting the board and the ability to add a person to the board.

3.1. Managing Board Attributes

To edit the board dates/percentages for a specific board you will select the "Edit Dates & Percentages" option for the board selected (See Figure 3.1.1).   Each of these dates is important with respect to the workflow of the board and the actions that will occur. Each of the dates must be in chronological order beginning with the initial eligible population date which typically will be the date that the initial roster will be updated in to the MyVector application.

- The Notification Date to Members will trigger an email to all personnel eligible to meet the board notifying them of their upcoming board.
- The Freeze date for Senior Rater of Individual for this specific board establishes the relationship between the person meeting the board and the Senior Rater for this specific board and will not be changed via a PCS of the individual or Senior Rater for this board unless manually edited by the DE Board Administrator.
- The Notification Date to Senior Raters will trigger an email to all individuals identified as Senior Raters of individuals meeting this specific board.
- The Freeze date for Members PME Preferences and Intent will be the date the member will no longer be able to modify their Development Plan until the board is completed.
- The Suspense Date for Senior Rater Nomination Recommendations is the date the Senior Raters are required to have their nominations and recommendations complete for their individuals meeting the board.
- The Date for Final Nomination scrub for records is an internal DE Board Administrator date to assure that all records nominated are ready to be pushed to eBOSS
- The Date for eBOSS pull of MyVector data is the date that eBOSS will be able to pull the board information and all pertinent information relating to the individuals meeting the board.
- The Central Board Start Date is the date the board is expected to begin.
- The Date for Board Results to come back to MyVector is the date that MyVector will be able to pull the results of the board from eBOSS back to MyVector
- The Public Release Date is the date that will trigger emails to all Senior Raters and Individuals that the results of the board are available and they will be able to view in MyVector.

Figure 3.1.1 – Managing Board Attributes – Edit Dates & Percentages

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3.2 Managing Board Population

As a DE Board Administrator you will have the ability to upload a roster of people meeting the board by selecting the Upload Roster option. You will also have the ability to add a specific individual from within the MyVector application as well as "remove" a person from meeting a board within the application.

The first step will usually be to upload the external roster on the population tab (Figure 3.2.1). The following are important criteria for this roster.

- This roster will come from an Excel Spreadsheet with the following **required** information and format (column order is important): SSAN, DoDID, Status, Rank, Name, Number of Looks and Competitive Category.
- The Match may be done by DoDID or SSAN.
- The SSAN may have hyphens in it, it may also miss leading zeros (i.e. 000012345 can be 12345 in sheet).
- Only .xlsx file format (2008+ Excel) is allowed.

Figure 3.2.1 – Managing Board Population – Uploading Roster of People

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The DE Board Administrator may have an additional "Add" to the Board. By selecting the "Add Person" option, you will be able to add an individual to the board. You will start entering the name and the system will populate the individuals meeting your criteria. You will select the individual from the list that you would like to select and then click add (See Figure 3.2.2).
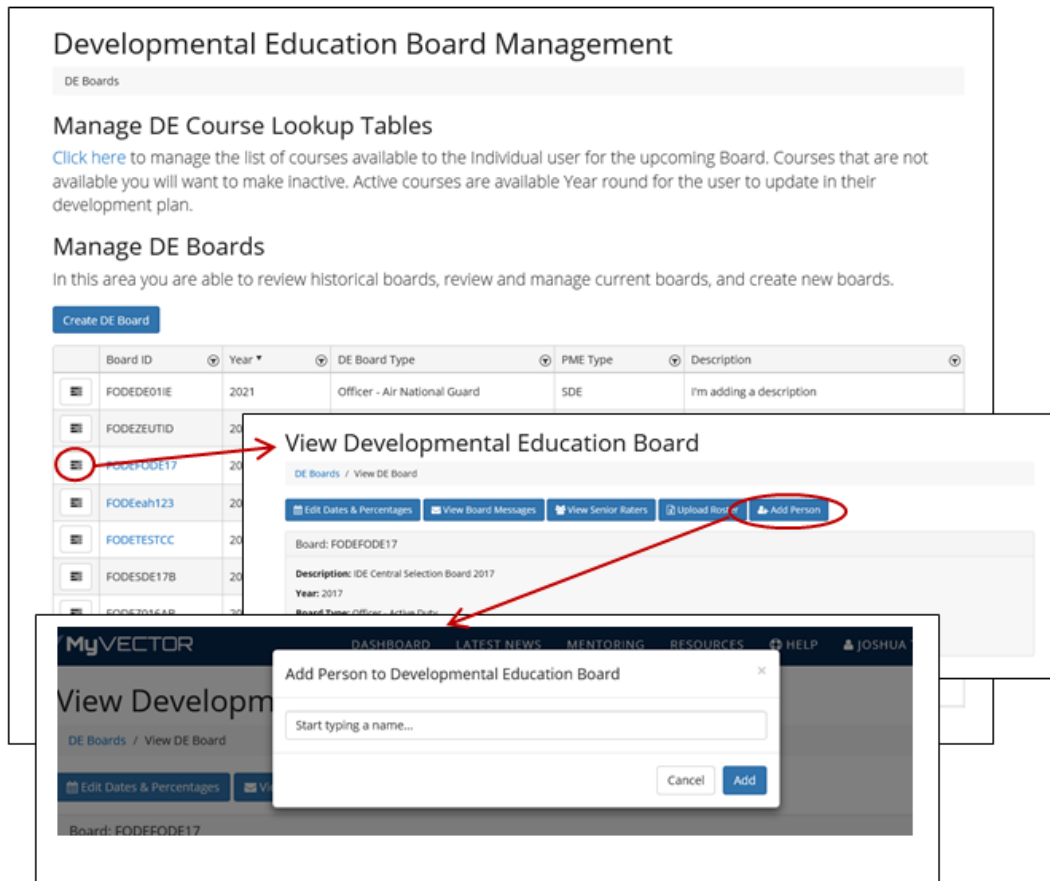
Figure 3.2.2 – Managing Board Population – Adding Individual Person

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As the DE Board Admin if you want to remove an individual from a board you can do so by:

1. Enter a checkmark in the remove from meeting board box.
2. Enter rationale (Note: Box will appear when remove from meeting board is checked).
3. Clicking Save.

As the DE Board Admin if you need to restore a removed member as a candidate you can do the following (See Figure 3.2.3):

1. Remove the checkmark from the remove from meeting board box.
2. Click Save.

Figure 3.2.3 – Managing Board Population – Remove/Restore Person

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To change the Senior Rater of a person meeting a board you will want to select the person's highlighted name on the board roster and then the edit button on their Senior Rater (Figure 3.2.4).

Figure 3.2.4 – Managing Board Population – Changing Member's Senior Rater

3.3 Managing Board Messages

As the DE Board Administrator you may need to view and / or send email notifications to the Senior Raters or Individuals meeting the board. Choose the "View Board Messages" option to be able to view all messages associated with the board (Figure 3.3.1). To create a new message, then please select the create a new board message (Figure 3.3.2).

Figure 3.3.1 - Managing Board Messages – View Board Messages

By selecting the "Create DE Board Message" option you will be prompted to select the Message Recipient (either Members meeting the board or Senior Raters) and will have a form to populate the Subject and Body of the email message (See figure 3.3.2). Upon selecting Send, the message will be sent from the MyVector application.
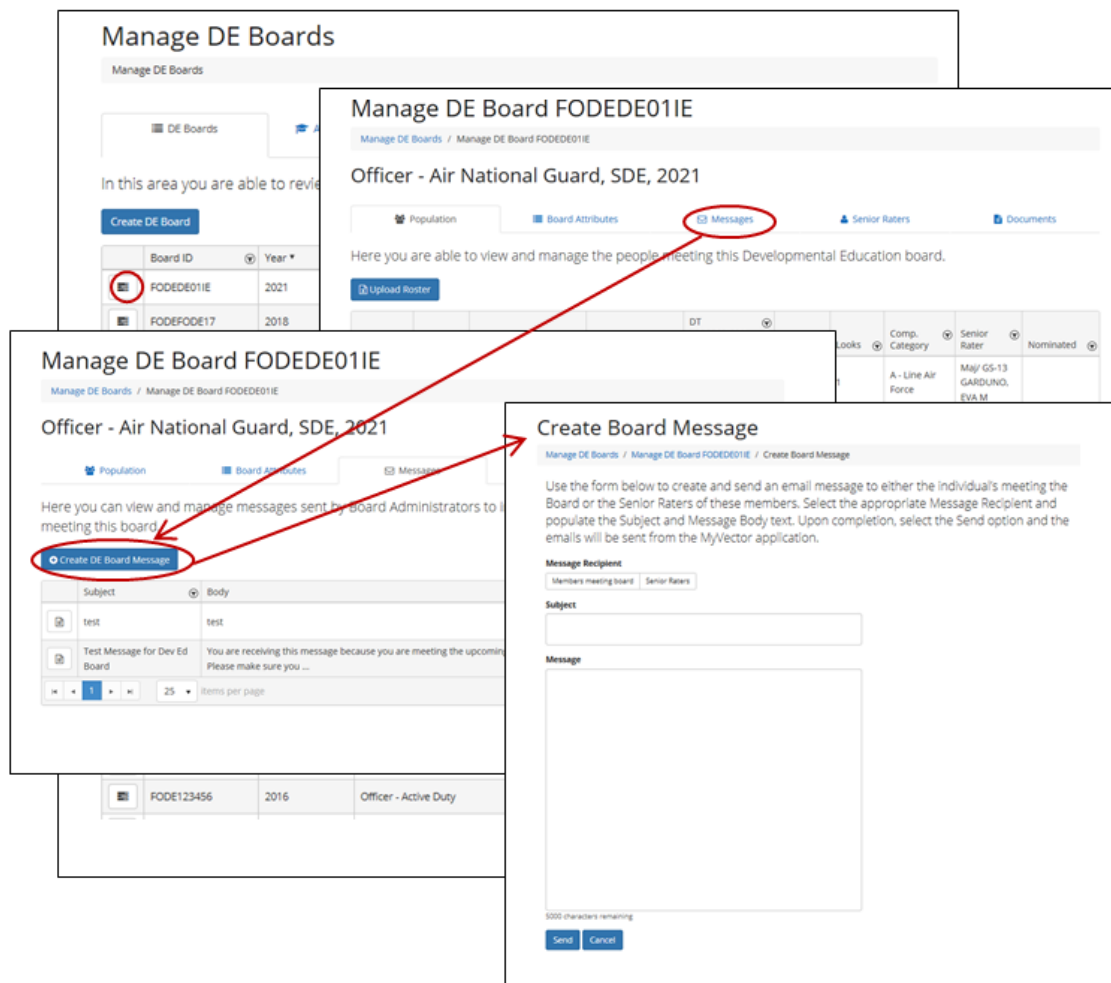
Figure 3.3.2 – Managing Board Messages – Creating Board Message

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3.4 Managing Senior Raters

As the DE Board Admin you can view the list of Senior Raters for a particular board (See Figure 3.4.1).

Figure 3.4.1 – Managing Board Senior Raters - Board Senior Raters

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As a DE Board Administrator you will be able to view the Senior Rater roster and override a Senior Rater's Nomination limit (See Figure 3.4.2).

Figure 3.4.2 – Managing Board Senior Raters – Override Nomination

3.5 Managing Board Results

As the DE Administrator you will be able modify post board data on a selected individual before the Public Release date (Figure 3.5.1):

- Not Nominated/Nominated
- Matched/Not Matched (Update)

Figure 3.5.1 – Managing Board Results – Edit Vectors

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3.6 Managing Board Documents

As the DE Board Admin you will have the ability to manage Officer Personnel Brief. You will be able to determine which information you would like to display and hide for individuals meeting a particular board (See Figures 3.6.1 and 3.6.2).

Figure 3.6.1 – Managing Board Documents

Figure 3.6.2 – Managing Board Documents - Officer Personnel Brief

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4.0 Advanced Academic Degrees

As the DE Admin you will have the ability to add Advanced Academic Degrees (See Figure 4.0.1).
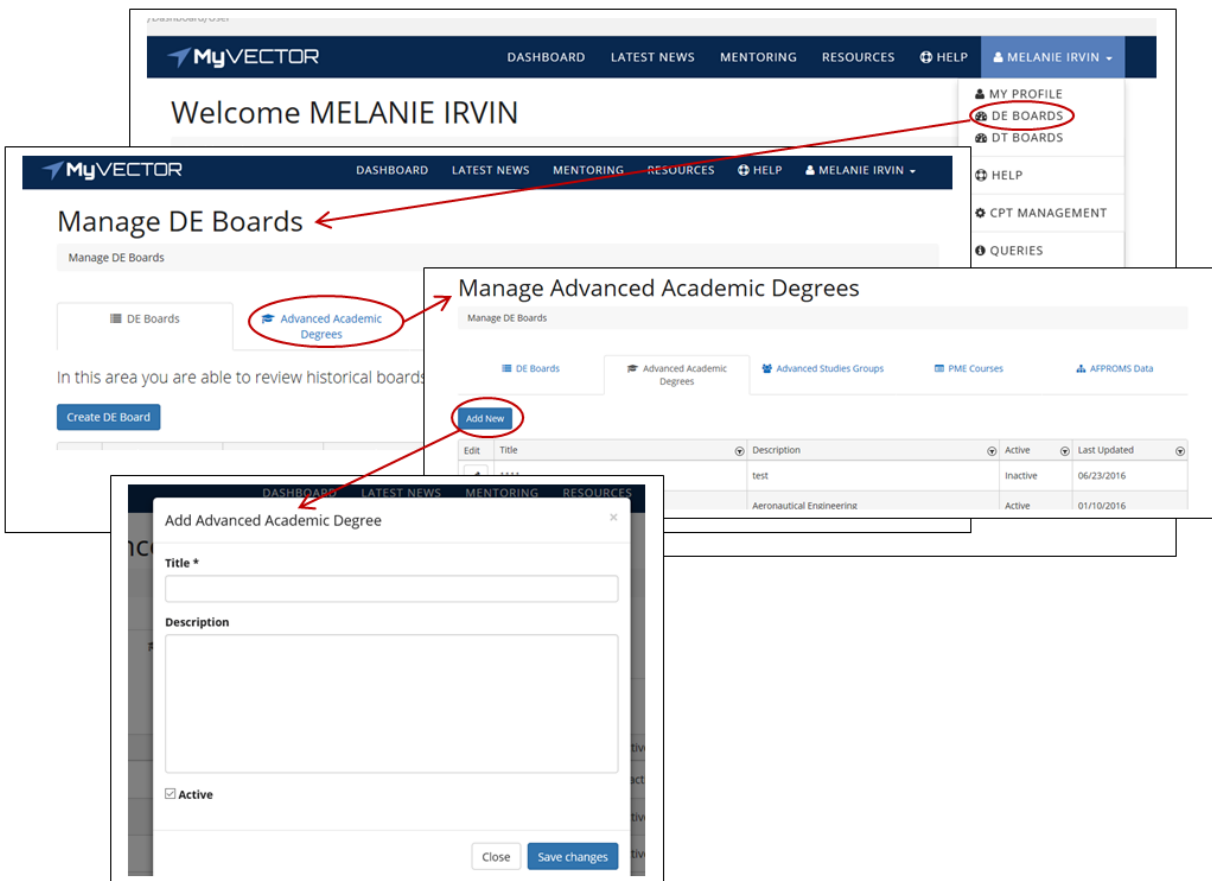

Figure 4.0.1 - Advanced Academic Degrees – Adding New

In addition to adding, the DE Admin will have the ability to edit and/or make a degree active (See Figure 4.0.2).
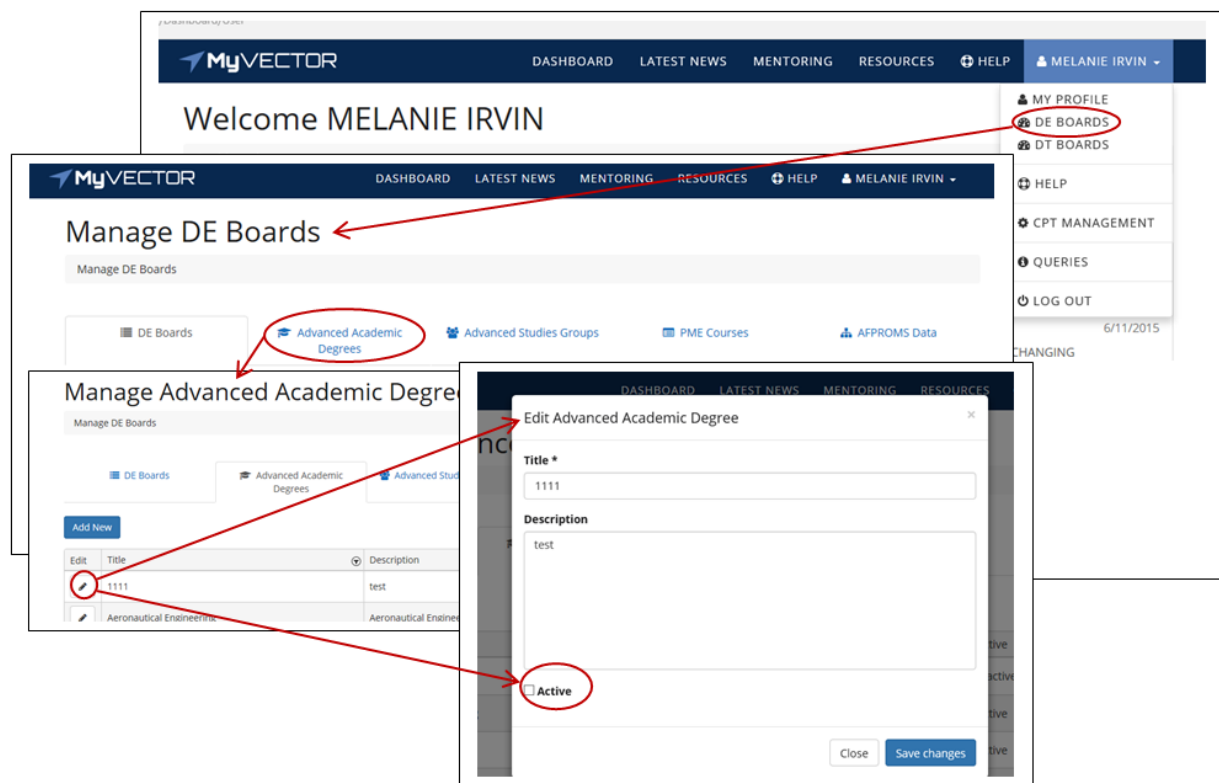

Figure 4.0.2 - Advanced Academic Degrees – Edit and/or Make Active

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5.0 Advanced Studies Groups

As the DE Admin you will also have the ability to add Advanced Studies Groups (See Figure 5.0.1).
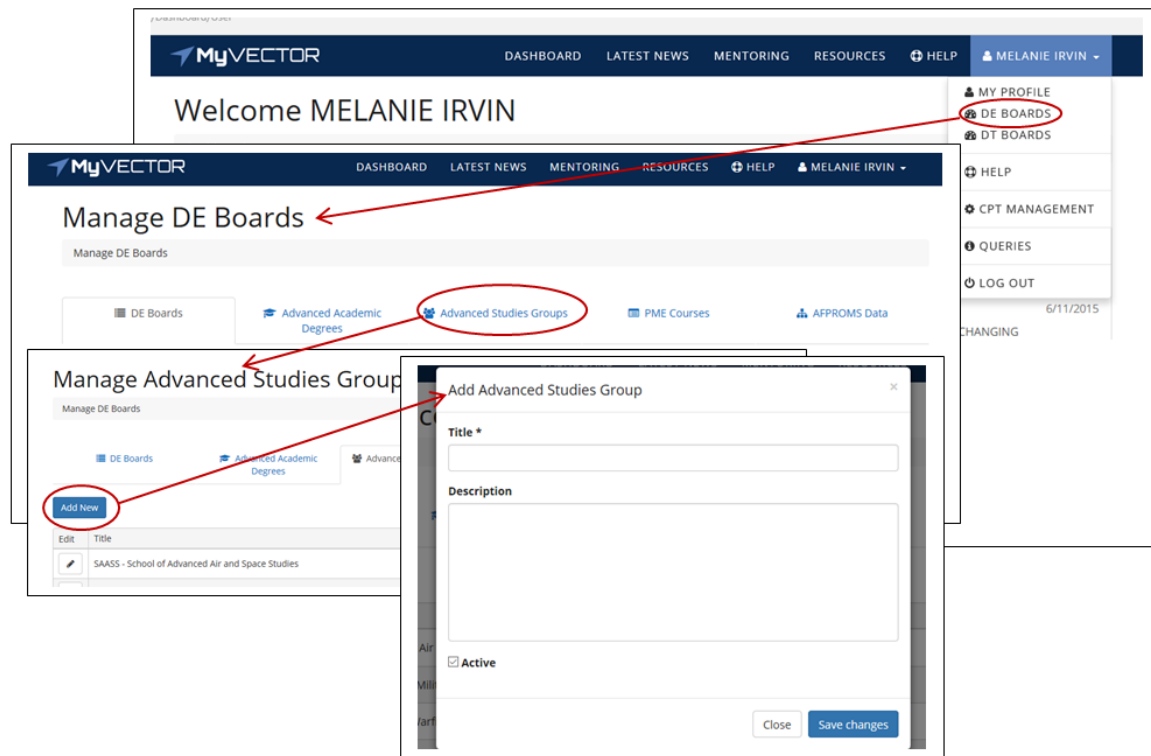

Figure 5.0.1 – Advanced Studies Groups – Add New

In addition to adding, the DE Admin will have the ability to edit and/or make an Advanced Studies Group active (See Figure 5.0.2).
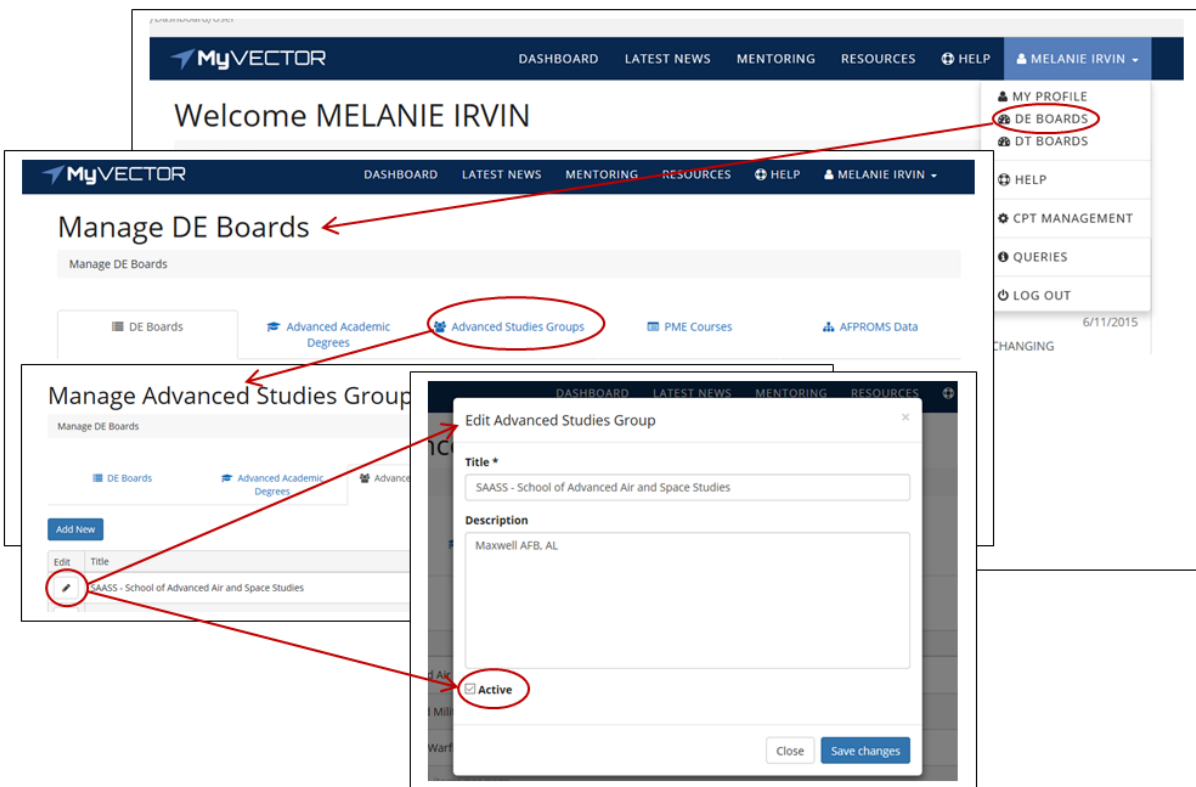

Figure 5.0.2 – Advanced Studies Groups – Edit and/or Make Active

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6.0 PME Courses

As the DE Admin you will also have the ability to add Advanced Studies Groups (See Figure 6.0.1).

NOTE: *Be sure to select career type before selecting to add new PME course.*
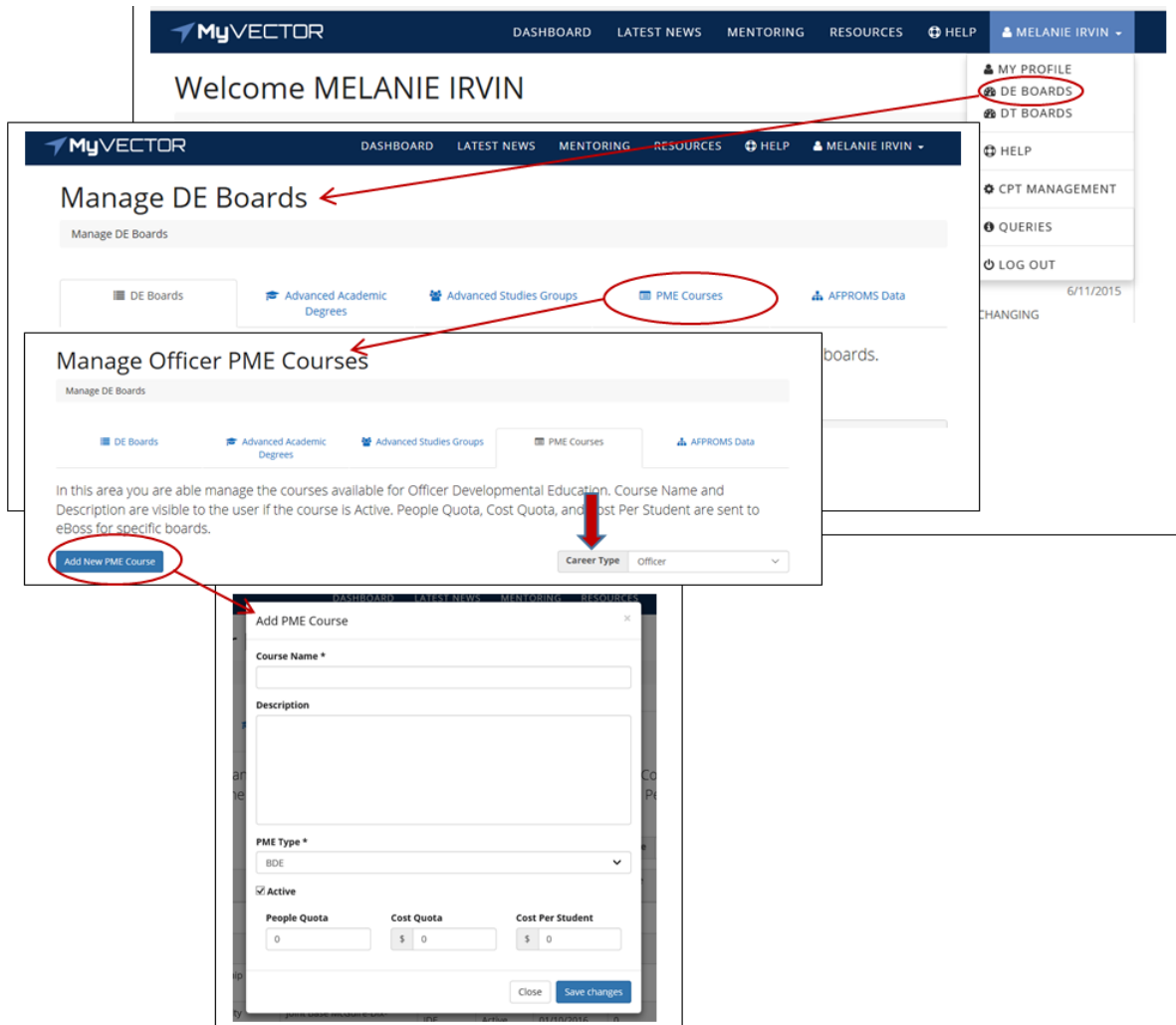

Figure 6.0.1 – PME Courses – Add New

In addition to adding, the DE Admin will have the ability to edit and/or make a PME Course active (See Figure 6.0.2).
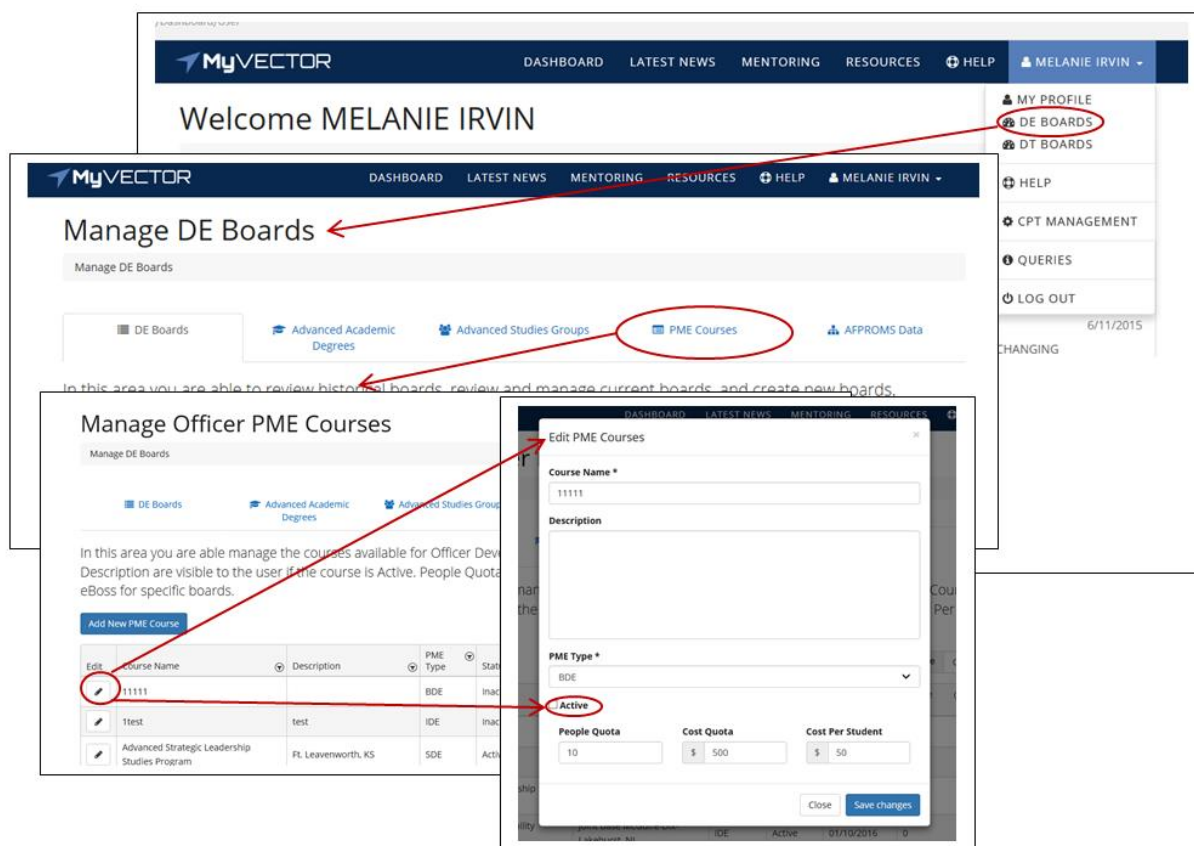

Figure 6.0.2 – PME Courses - Edit and/or Make Active

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7.0 AFPROMS Data

As the DE Admin you will have the ability to refresh the AFPROMS data in order to keep your Senior Raters' information up to date and current (See Figure 7.0.1)

Figure 7.0.1 – AFPROMS Data - Refresh

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